

4 December 1964

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-30 Nov. 1964

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 45,625 items broken down as follows:

Comparison with 1963 Monthly Average

		<u>Over</u>	<u>Under</u>
CIA IN cables	18,378		4%
CIA OUT cables	6,547		8%
Miscellaneous	4,162	33%	
Non-CIA	16,628	14%	
Total Work Units	45,625	9%	

b. From 1 January 1964 thru 30 November 1964 the Cable Secretariat processed 309,514 CIA IN/OUT cables, which is 7% more than the number CIA IN/OUT cables (288,676) processed during the same period in 1963. Total work units for the same period shows an increase of 47,809 units or 10%.

c. 1,465 cables or 3.5% of all cables processed were furnished the Director as compared to 1,332 or 3% for October 1964.

2. Personnel

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Last month we gained two clerks and lost one by resignation. Our on duty strength is [redacted] persons against a T/O of [redacted]

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3. General

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a. On November 25, 1964, we were advised by [redacted] Office of Budget, Program Analysis and Manpower, that our budget for FY 1965 was cut \$20,100. Of this amount, \$18,000 was reduced from 100 funds (Personnel Services) and \$2,100 from 800 and 900 funds (Supplies and Equipment).

b. [redacted] has been in several times on his study of whether certain CSDO functions might be accomplished in another Watch Office.

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c. On 23 November, together with [REDACTED] of OC, I visited the Burroughs plant at Paoli, Pa., to examine the automatic message switching and distribution equipment being prepared for Staff Communications, Dept. of the Army. We have Army specifications for this equipment and I must say that ~~the~~ utilization of computer equipment has great potential. I will follow closely the advances made and sometime later, after the equipment is further developed, visit the Burroughs plant again. *

d. We have been unable to see the collating equipment which might be useful for us, but plan to see it soon and arrive at a decision as to its feasibility for use in our operation.

e. Tentative figures show that we can reduce processing time on precedence messages by using master material on a teletype and skipping the Xerox step. We will continue to observe results and report firm figures probably in the next 3-4 months.

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* Would like to be kept advised on this.
noted GJB